



# Welcome to CRT Materials and Administration

**OPI Assessment Conference**

**Billings, MT**

**February 20-21, 2011**



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**Office of Public Instruction**  
Denise Juneau, State Superintendent





## Presenters

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## Overview of Presentation

- Important Resources and Dates
- Measured Progress Packing/Shipping
- System/School Receiving
- Administration
- Returning material to MP
- Reporting



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# Important Contacts

**For information about CRT and CRT Alternate programs, assessment policy issues, test security, and standard and nonstandard accommodations, contact:**

Judy Snow, Montana State Assessment Director, Office of Public Instruction

Phone: (406) 444-3656

E-mail: [jsnow@mt.gov](mailto:jsnow@mt.gov)

**For general information regarding the CRT, shipping and receiving, ordering additional materials, and upcoming Measured Progress sponsored events and, contact:**

Measured Progress Montana Service Center

Nancy Hall – (888) 792-2741

E-mail: [hall.nancy@measuredprogress.org](mailto:hall.nancy@measuredprogress.org)

**For information regarding CRT - Alternate shipping , receiving and ordering additional materials contact:**

Tim Greenlaw – (800) 431-8901 extension 2309

E-mail: [greenlaw.timothy@measuredprogress.org](mailto:greenlaw.timothy@measuredprogress.org)

**For information about AIM , contact:**

OPI AIM Help Desk

Phone: 1-877-4AIMMT1 (424-6681)

E-mail: [OPIAIMHelp@mt.gov](mailto:OPIAIMHelp@mt.gov)

Other important phone numbers are listed on page 2 of the *2011 Test Coordinators Manual (TCM)*



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# OPI Assessment Website

Go to <http://www.opi.mt.gov>

- Select “Curriculums and Assessment”
- Select “Assessment”

Direct links:

- Access the JUMP newsletter
  - [http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1\\_4](http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_4)
- Download manuals, forms and procedural guidelines
  - [http://www.opi.mt.gov/curriculum/MontCAS/#gpm1\\_7](http://www.opi.mt.gov/curriculum/MontCAS/#gpm1_7)
    - *2011 CRT Test Coordinators Manual*
    - *2011 CRT Test Administration Manual*
    - *2011 Guidelines and Procedures for Test Security*
    - *2011 Accommodation Manual*
    - *2011 Accommodations Guidance Memo*
    - *Registering Students for the 2011 CRT-Alternate Assessment*
    - *Spring 2011 CRT-Alternate Administration Manual*



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# Measured Progress iServices

To access *iServices* go to

<http://iServices.MeasuredProgress.org>

Select “**Montana**” or “**Montana Alternate**”

Select a service from the drop down menu:

- Registration for upcoming CRT and CRT-Alternate test development meetings
- Download additional forms and manuals
- Access the online reporting system (MARS)
- Order additional testing material
- Request a UPS pickup for the return of your testing material
- Order Large Print Test Booklets



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## What's New

- Answer Booklets – LEP status bubble has been added to page to of the answer booklet
- Released Item Documents will be presented in a new electronic format



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# Important Dates\*

## CRT – Alternate test window

February 9 – March 24, 2011

## CRT test window

March 1 – 24, 2011

Reminder: Monday, March 14 is the first day of Day Light Savings time. Some schools may choose not to test on this day.

## Last day to ship return materials

March 30, 2011

(\*See page 3 of the *2011 Test Coordinators Manual*)



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# Measured Progress Shipping

- Shipping information received from OPI in the fall.
- AIM enrollment data received from OPI on Feb 1, 2011 (label file)
- Test materials quantities determined by enrollment plus overage
- Alternate Materials are sent Jan 28, 2011; to receive materials students must have been registered on MP registration site during the Fall/Winter registration windows.
- Materials are packed by grade and by school. All material is shipped to system offices
- CRT test booklets assigned a unique barcode for tracking purposes
- Materials will be shipped to systems on Feb 10, 2011
- UPS and should deliver boxes to system offices on or after February 17, 2011
  - ❖ UPS is a third party carrier



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## System Offices will receive:

Two Shipments [\(see p.5 of the TCM\)](#):

Shipment 1 – delivered to system offices  
February 1-8.

Shipment 2\* – delivered to system offices  
February 16-23.

\*There are no system boxes in this shipment



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# Shipment 1 will include:

1. Test Administration Manuals
  - *CRT Test Coordinators Manual*
    - 1 manual for each system
  - *CRT Test Administrators Manual*
    - 1 for each system and 1 for each school in system
2. CRT–Alternate Test Material Kits:
  - Grade-specific accordion folders with test materials
  - 1 per school, or use old kits from previous years
    - If the grade you need was recently tested at that school, you will not receive a kit.
    - If the kit needed can not be located, contact Tim Greenlaw at Measured Progress
3. CRT–Alternate Return Materials:
  - Answer Booklets, 1 per student
  - White plastic envelopes with return label, 1 per student
  - Checklist and Survey
  - Return Instructions



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# Receiving CRT-Alternate Materials

- Alternate Materials will be received by System Test Coordinators via:
  - one shipment (Feb 1-8), and
  - Downloading secure test booklets online
    - A memo was sent at the end of January with specific information
- System Test Coordinators will disseminate all testing materials to Test Administrators
- Keep all Alternate Test Booklets with the return materials, including the white return envelope, to assure that student's work is kept together



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## Receiving Shipment 2

If your system office has not received school CRT test materials by February 25 call Measured Progress (888) 792-2741

## System Inventory

System offices will receive material boxes for all schools within that system

- Ensure that materials for all school and grade combinations expected to test have been received
- Distribute boxes to schools



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# What is in the Shipment 2 boxes?

- Memo
- Materials Summary
- Student labels – sorted by grade, teacher, student
- Form for voided and unused barcode labels
- *Test Administrators Manuals* (TAM)
- Special Handling Envelope
- UPS ground label for returning test booklets
- “For Return of Used Answer Documents” envelope
- Flat box with pre-affixed UPS 2Day RS label for returning used student response booklets
- Test booklets (large print & Braille)
- Answer Documents



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# Shipment 2 Receiving/Inventory (cont)

## School Inventory\*

- Open boxes and inventory contents immediately
- Verify that the quantities you received match the quantities listed on [Materials Summary Form](#)
  - ❖ Count your test booklets, the count should match the quantity listed on the Materials Summary Form, record this number for reference when preparing to return test booklets after testing
    - If you find a discrepancy contact Measured Progress immediately

## Test Booklets

- Under no circumstances should test booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodation.
- Test booklets are secure material, this means that they are confidential as noted above and that all test booklets received by a system/school must be returned to Measured Progress .
- If a test booklet is damaged or destroyed for any reason, document the booklet number and notify OPI and Measured Progress

\*Inventory process may vary between systems



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# Additional Materials

- Additional Materials may be ordered only if you have already received a shipment.
- To order materials you will need the schools MP Ship Code. This code may be found on the [Materials Summary Form](#). (see example on next slide)
- Additional CRT test booklets, Student Response Booklets, and return shipping material may be ordered via *iServices* from the day you receive your material until March 23
- Additional Alternate materials can only be ordered by calling or emailing Tim Greenlaw at Measured Progress
- Additional large print test booklets are ordered as an additional material on the *iServices* page, orders received after March 10 will not be processed.
- Additional shipping materials may be ordered until March 29.
- Additional manuals and forms can be downloaded from the OPI website or the *iServices* website



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## MATERIAL SUMMARY

MP Ship Code

### Ship To:

<b>MP Ship Code:</b>	000000000207936		<b>Date Packed:</b>	02/14/2008	
<b>Contract:</b>	102300		<b>Contract Name:</b>	MONTCAS 2007-2008	
<b>County Code:</b>			<b>County Name:</b>	<b>SU Code:</b>	<b>Superintendent Unit Name:</b>
<b>District Code:</b>	0997		<b>District Name:</b>	Wibaux K-12 Schools	
<b>School Code:</b>	1789		<b>School Name:</b>	<b>Grade:</b>	<b>Enrollment:</b>
				08	6
<b>Total Boxes Shipped:</b>					2

Box Label: 000000211547001	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
Grade 8 Test Booklets	EA	10		
Return of Answer Document Box(es) with Attached 2-Day RS Label	EA	1		
Grade 8 Student Response Booklet	EA	10		

Box Label: 000000211547002	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
Grade 8 Set of Student Labels	EA	1		
Return Service Labels - Ground	EA	1		
Special Handling Envelope	EA	1		
Grade 8 Return of Used Answer Document Envelope	EA	1		
Memo	EA	1		
Grade 8 Test Administration Manual	EA	1		
Form for Voided Barcode Labels	EA	1		
Material Summary	EA	1		

MP Ship Code: \*000000000207936\*

Page: 1 of 1



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# CRT- Alternate Administration

## February 9 – March 24

### Prior to Testing

- Identify students who will be taking the CRT-Alternate (see page 10-13 in the *2011 Test Coordinators Manual*)
- Locate and prepare necessary materials, this may take significant time and is the reason for the extended testing window



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# CRT Test Administration

## March 1 – March 24, 2010

### Prior to Testing

- Identify students to be tested
  - be sure students are enrolled at your school and that your student information system is current (AIM)
- Identify students with accommodations
- Have a testing plan in place



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# Student Labels and Label usage

- Label Data was extracted from AIM. All students enrolled at your school in AIM on February 1, 2011 will be included
  - If the Student ID is correct, use the label even if you find other information on the label that is incorrect, (i.e. misspelled name or wrong grade.) All errors should be reported to the AIM staff at OPI.
  - If you did not receive a label for a student you must bubble Boxes A, B, D & E on page1 of the Answer Booklet ([see p.25 of the 2011 Test Coordinators Manual](#))
- Teacher information was also included in the February 1 extract. If a teacher name was included in the AIM “sortby” field this will be printed on the label
- Updates and corrections to student information can be made in AIM until March 25 to ensure the accurate reporting of participation and assessment results\*
  - \* Reporting errors that are identified as the result of improper coding in AIM or on the Student Answer Booklet will not be rectified in MARS. Any errors identified as the result of improper handling by Measured Progress will be fixed and results will be re-posted on MARS



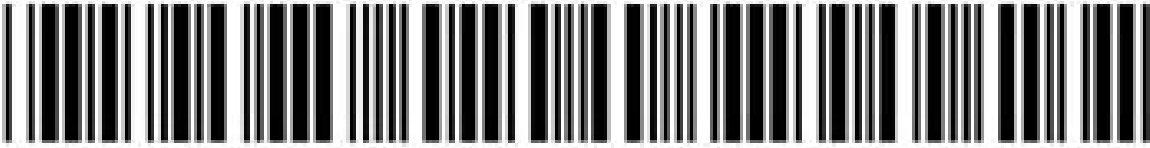
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# Student Labels

## Example of Students Barcode Label

Student Last, First M	Dis-Sch Code
Teacher: Teachers Name	Grade: 04
	
1234567890	
School Name	SSID: 1234-567-890



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# Voided and Unused Barcode Label Form

## MontCAS CRT & CRT Alternate SCHOOL VOIDED and UNUSED BARCODE LABEL FORM

The Voided and Unused Barcode Label Form is only for identifying students no longer enrolled in your school. Student barcode label information is extracted from AIM on February 2. If a student is no longer enrolled at your school, please update the enrollment status in AIM prior to March 15, 2011. If a student's name is misspelled or the grade level is wrong you may still use the label but be sure the information corrected in your local student information system and AIM prior to March 25, 2011.

1. Place each voided or unused student barcode label in the designated area in a box below. Labels do not need to be in order by grade. If the label was destroyed or is inadvertently placed on a Student Answer Booklet write the state student identification number (SSID) in the space labeled "Other."
2. Please check the reason why the label was voided or unused. If the reason is not listed, please document the reason in the space labeled "Other." If you need more spaces for barcode labels on this form, please make additional copies of the second page and staple the forms together
3. Make a copy of this form after completion and share this information with your AIM specialist to ensure that the updates are made in AIM. **Completing this form does not change the information in AIM.** Your AIM specialist must verify that the information in AIM is accurate and up-to-date. All student data for students enrolled on or before the March 15, 2011 count date must be verified and finalized by March 25, 2011 in order to be reflected in CRT reports and in AYP calculations.
4. Return this form to your System Test Coordinator "loose" with your Used Answer Booklet envelopes in the "Return of Used Answer Booklets" box. For more packing information please see your *2011 Test Coordinator's Manual*.

If you should have any questions regarding student testing, please contact Judy Snow, State Assessment Director, at (406) 444-3656 or [jsnow@state.mt.us](mailto:jsnow@state.mt.us)



Other \_\_\_\_\_

- ☐ Moved Out of State
- ☐ Moved In State
- ☐ Withdrew/Dropped/Location Unknown
- ☐ Transferred In System
- ☐ Transferred to Non Public School
- ☐ Grade Level Error



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## Voided and Unused Barcode Label form

- One form will be included in each school/grade shipment (this form may be copied or downloaded)
- This form is used to identify those students who you received a barcode label for but are no longer enrolled at your school.
- The form is school specific but not grade specific, thus multiple grades can be included on one form (in some cases only one form may be needed per school)
- Return the form (loose) in any grades “Used Answer Document” box. (see page 18 of TCM)



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# Student Answer Booklets

- Page 1 bubbling
  - Label vs. no label
  - Grade 3 Combined Test Booklet/Answer Booklet
  - Grade 3 Alternate separate Answer Booklet
  - Grade 4-8 & 10 Test Booklet Form Number
- Use of markers and highlighters
  - Encouraged as long as the area to be bubbled is left unmarked



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# Student Answer Booklets

- Page 2 bubbling

- Section 1

- Student not enrolled (i.e. homeschooled)
    - Student enrolled less than 180 hours and taking a reading or mathematics course

- Section 2

- Accommodations (for more information see page 15-16 of the *TCM* and OPI's *2011 Accommodations Manual* or *The OPI Guidelines for Accommodations* )
    - CRT Alternate students should not have any accommodations bubbled

- Section 3

- Must be completed by the test coordinator for participating private and non-accredited schools



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# Example of p.2 of the Student Answer Booklet

Complete appropriate sections of this page after testing is complete.

**Section 1:** Required only for public schools and private schools accredited by the Montana Board of Public Education. **TO BE COMPLETED BY SCHOOL TEST COORDINATOR.**

**G**

☐ Student not enrolled (For example: homeschooled student)

☐ Student enrolled less than 180 hours and taking a reading or mathematics course.

☐ First-year LEP student enrolled in a United States school. "First-year" means full calendar year from date of first enrollment in any United States school. (For example: First-time enrollment on September 10, 2010, means that first-year LEP status would be valid through September 10, 2011.)

**Section 2:** Required only for public schools and private schools accredited by the Montana Board of Public Education. **TO BE COMPLETED BY THE TEST ADMINISTRATOR.**  
This section is not applicable for students participating in the CRT-Alternate Assessment.

**H STANDARD ACCOMMODATIONS**  
(Mark all that apply.)

Reading	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28
Mathematics	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28
Science	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28

**NON-STANDARD ACCOMMODATIONS**  
(Mark all that apply.)

Reading	<input type="checkbox"/> 29 <input type="checkbox"/> 31
Mathematics	<input type="checkbox"/> 30 <input type="checkbox"/> 32
Science	<input type="checkbox"/> 33

**Section 3:** Only for private schools not accredited by the Montana Board of Public Education.  
**TO BE COMPLETED BY SCHOOL TEST COORDINATOR.**

**I (Required Coding)**

☐ Student enrolled in a private non-accredited school

**J GENDER**  
(Optional Coding)

☐ Female ☐ Male

**K ETHNICITY**  
(Optional Coding)  
(Mark only one.)

☐ American Indian or Alaska Native

☐ Asian

☐ Hispanic

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

**L PROGRAM INFORMATION**  
(Optional Coding)  
(Mark all that apply.)

☐ SE (student has an IEP)

☐ 504

☐ MG

☐ GT

☐ LEP/ELL (Cannot be former LEP)

☐ Former LEP (Cannot be current LEP)

☐ F/RL

☐ Significant Cognitive Disability (Student should participate through CRT-ALT)



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# Transferring Scores

- For students taking the CRT Alternate, scores must be transferred from the Test Booklet to the Answer Booklet
- Also, the yellow teacher questionnaire should be bubbled in the state use only sections

**GRADE 8 CRT - ALTERNATE  
READING**

1. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	6. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	11. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	16. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	21. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
2. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	7. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	12. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	17. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	22. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
3. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	8. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	13. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	18. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	23. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
4. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	9. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	14. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	19. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	24. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
5. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	10. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	15. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	20. <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0	

**TEST ACTIVITY ADMINISTRATION INFORMATION**

<p><b>Content exposure/generalization</b> YES <input type="radio"/></p> <p>1. The materials used and/or the information assessed in these test activities was new to the student. <input type="radio"/></p> <p>2. The materials used and/or the information assessed in these test activities has been introduced to the student several times prior to scoring. <input type="radio"/></p> <p>3. The materials used and/or the information assessed in this test activity is very familiar to the student. <input type="radio"/></p> <p><b>Test implementation</b> YES <input type="radio"/></p> <p>4. The student completed the test activity. <input type="radio"/></p> <p>5. The student completed the evidence templates, and they are attached to the CRT-Alternate Test Booklet. <input type="radio"/></p> <p>6. Student's name is written on the evidence templates. <input type="radio"/></p> <p>7. The Teacher Recording Sheet for each piece of student evidence is completed. <input type="radio"/></p> <p>8. Student's name is written on the Teacher Recording Sheets. <input type="radio"/></p> <p>9. Did you view the teacher training CD provided with the test materials before administering the test? <input type="radio"/></p> <p>10. How valuable was the teacher training CD on a scale of 1 (not very valuable) – 4 (extremely valuable)? <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p><b>Administration time</b> Total time</p> <p>11. Set-up/planning time <input type="radio"/> 1/2 hr. <input type="radio"/> 3 hr. <input type="radio"/> 1 hr. <input type="radio"/> 4 hr. <input type="radio"/> 2 hr. <input type="radio"/> 5 hr. or more</p> <p>12. Time directly administering the assessment <input type="radio"/> 1/2 hr. <input type="radio"/> 2 hr. <input type="radio"/> 1 hr. <input type="radio"/> 3 hr. or more</p> <p>13. Test administration sessions <input type="radio"/> 1 day <input type="radio"/> 4 days <input type="radio"/> 2 days <input type="radio"/> 5 days <input type="radio"/> 3 days <input type="radio"/> 6 or more days</p> <p>14. How often did you use the breaks in the assessment? <input type="radio"/> Always <input type="radio"/> Sometimes <input type="radio"/> Never</p>	<p><b>Assessment materials used</b> YES <input type="radio"/></p> <p>15. Materials consisted primarily of written text. <input type="radio"/></p> <p>16. Materials were primarily nontext (e.g., pictures/videos, read objects). <input type="radio"/></p> <p>17. How helpful were the test activity materials in the material kit on a scale of 1 (not very helpful) – 4 (extremely helpful)? <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p>18. Did you use the materials CD provided in the materials kit? <input type="radio"/></p> <p>19. If you used the materials CD, how helpful was it on a scale of 1 (not very helpful) – 4 (extremely helpful)? <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p><b>Individualized adaptations used</b> YES <input type="radio"/></p> <p>20. Assistive technologies (e.g., AlphaSmart, calculator, BIGmack switch, IntelliTools keyboard, etc.) <input type="radio"/></p> <p>21. Software programs (e.g., word prediction programs, Writing with Symbols, etc.) <input type="radio"/></p> <p>22. Presentation adaptations (teacher reads or signs, e-textbook, large print, etc.) <input type="radio"/></p> <p>23. Response adaptations (student dictates to teacher, student uses picture symbols, etc.) <input type="radio"/></p> <p>24. Other (please indicate): <input type="radio"/></p>
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# Post Administration

March 1 – March 24, 2011

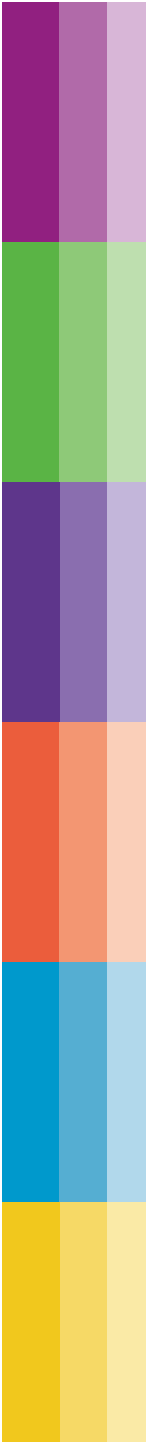
## After Testing

- Collect materials and verify that you have an answer booklet for each student tested
- Inventory Test Booklets
  - OPI requires that all test booklets be returned to Measured Progress
- Make sure that the answers for students who used a large print test booklet have been bubbled into the Answer Booklet that was included with it
- Verify that each Student Answer Booklet has a barcode label or has the appropriate name and Student ID bubbled on page 1
- Check page 2 for appropriate coding



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# Packing Instructions for Used Answer Booklets and test administration documentation for return to Measured Progress

(see page 16-19 of TCM for more detailed instructions)

Used Answer Booklets and test administration documentation should be returned in the boxes labeled “For the Return of Used Answer Documents.” Boxes must be shipped to Measured Progress no later than March 30, 2011. Boxes should include:

- Grade specific “For Return of Used Student Answer Documents” envelopes containing used answer booklets
- “Special Handling” envelopes (if necessary)
- Completed Voided or Unused Barcode Label Form (if necessary)
- Signed OPI security documentation

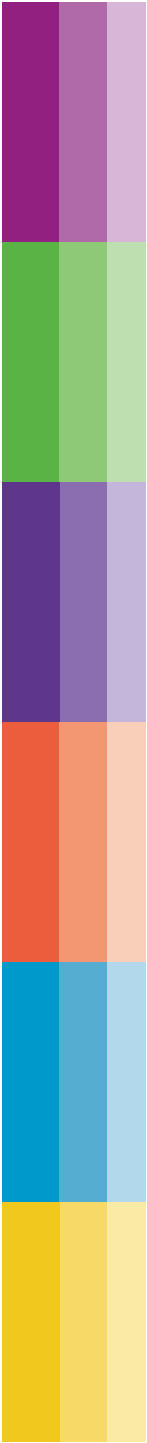
Used Answer Booklets not received by Measured Progress by April 1, 2011 will delay the May 27 release of state wide results



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# Packing Instructions for the CRT Test Booklets and Unused Materials for return to Measured Progress

(see page 16-19 of TCM for more detailed instructions)

## Test Booklets

- Put all test booklets and unused materials into the boxes, seal and apply the UPS ground labels that you received in the initial shipment
- All test materials must be shipped on March 30, 2011.



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# Packing Instructions for CRT-Alternate Test Material for return to Measured Progress

(see page 16-19 of TCM for more detailed instructions)

Materials should be packaged separately in the white plastic envelopes (one for each student) marked “For Return of CRT-Alternate test Materials.” The envelope should contain:

- Used or unused student answer booklet
- CRT-Alternate Test Booklet
- Evidence Templates
- Teacher Recording Sheets
- Materials Replacement form (if necessary)

The accordion file material kits should be retained in a secure location at the system office for future CRT-Alternate test administrations.



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# Returning Test Materials to Measured Progress

It is never too early to return materials!

## Two shipping methods for materials

- **UPS 2<sup>nd</sup> Day Air – Used Student Answer Booklets**
  - Label is pre-affixed to the grade specific “For Return of Used Answer Document” boxes
- **UPS Ground – Test booklets and unused material**
  - Secure testing materials are all the test booklets and unused Grade 3 Student /Answer
  - Ground labels were included with testing material. Please remove the original shipping label and place the UPS Return Service label on the original shipping containers
- **UPS Ground – Alternate envelopes**
  - Each student should have their **own** return envelope (one per student).
  - Alternate Test booklets, material replacement forms and answer documents should be placed in that envelope.



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# Return to Measured Progress via UPS

Primary ways to arrange a UPS pick-up:

- Option 1 – use iServices to arrange next day pick-up
- Option 2 – Call UPS directly to arrange a pick-up
- Option 3 – (not listed in TCM) give pre-labeled boxes to any UPS driver



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# Reporting

- Montana Analysis and Reporting System (MARS)
  - Assessment results will be reported by noon on May 27
  - Access MARS via the *iServices* website  
<http://iservices.measuredprogress.org>
- Passwords will remain the same
  - Password information may only be obtained from OPI
  - New password requests are to be through OPI
- Parent letters and labels will be shipped the first week of September
- PDF files of the parent letters will be posted on the reporting section of MARS



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# Most Frequently asked Questions and topics from 2010

“I received a shipment but I did not receive anything for grade\_\_\_\_\_.”

*Measured Progress packs and ships by grade, thus sometimes you may not receive all of your testing materials on the same day. We received a lot of calls like this last year.*

## Additional Materials

*Due to timing, Measured Progress cannot estimate your actual needs at the time of testing. Additional materials can be ordered online or by calling the Montana Service Center directly.*

## Read aloud accommodations

*Measured Progress received many calls concerning this topic. Test administrators are encouraged to consult OPI's 2011 Accommodation Manual or contact OPI directly.*

“May I return the Alt with the regular CRT?”

*Yes, but it is preferred that you return it separately..*

“May I return all my grade's answer documents in the same box?”

*We encourage systems and schools to return materials separately by school and grade. This practice not only expedites scoring when the material is received but also enhances our ability to track shipments and monitor the return of the testing materials.*

“May I return multiple school's materials in the same box?”

*We discourage this practice. It takes away our ability to track shipments by school. Measured Progress's receiving system is designed to receive a box for each school and grade that was shipped. When materials are mixed, it requires a large degree of manual intervention which increases costs and delays scoring.*

“May I share Test booklets with another school?”

*No, each school is accountable for the return of all the test booklets shipped to it. Sharing materials limits a schools ability to ensure compliance.*



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# Questions?



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